

# Courier

Open Enrollment  
begins today

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Online,  
use the hand  
symbol above  
to transfer  
directly to the  
stories.



Michael Jollon, DOT, hands his transfer to Connector bus driver Kinfe Jebessa.

## Let the county pay for your commute!

That's right – the county will pay for your trip to and from work, up to \$60 per month, if you are a Fairfax County employee who uses bus, rail transit or a van pool at least twice a week. The new Transportation Benefits Program, administered by the Department of Transportation, offers county employees SmarTrip cards, Metrocheks and other regional fare methods to pay for daily commutes.

“Gas prices have gone up, but bus and rail fares have stayed the same,” noted **Carol Smith**, head of the Transportation Marketing Section in DOT. “You can get *See Commute, page 2*

## Anyone watching you click?

I was chatting with a friend recently and during the course of our conversation, she asked what I was working on. I mentioned that I was working on an article for the *Courier* for National Cyber Security Awareness Month and asked what she'd like to know about it. To which she replied, “What is it?” After a good laugh, I started to describe what Cyber Security Awareness is and realized that perhaps she wasn't the only one who might like to know this.

*See Cyber security, page 3*

## Policies help protect Web site

When the county's public Web site was launched in 1996 it contained mostly static information. Today, it has more than 75 interactive features and is visited by an average of 449,000 users monthly. The Web site has become an entry point to services and information at any time, from any place, allowing residents to communicate and to conduct business around-the-clock with the county.

As the county continues to provide more information online, the need to ensure *See Web policy, page 7*

**Commute, from page 1**

more bang for your buck by riding transit and you don't have the stress of driving."

If your transit fare totals more than the \$60



*Thea Rotramel, driver, Alyce McCarter, Robert Kmitsson, Kathy Sterne, Lisa Woolfrey and Shirley Palmer enjoy the benefits of a vanpool.*

per month paid by the county, the amount over \$60 can be deducted from your paycheck tax-free up to \$105. If your commuting costs are over the \$105 tax-

free limit, you can also have the additional amount deducted from your paycheck and applied to your fare method. Your passes will be delivered directly to your home or you can have the cash value automatically loaded onto your SmarTrip card each month.

**Michael Jollon**, traffic engineer in DOT, can personally attest to the program. He comes from Northwest Washington three times a week by Metrorail and Connector bus service with his transportation costs virtually free. "Although the public transportation ride is a few minutes longer than if I have to drive, I can use the commuting time to study or read and not face the hassle or expense of driving," he said.

About 15 county employees from the Fredericksburg area have formed a van pool.

"This is so practical, convenient and economical for us," said **Thea Rotramel**, a van pool member from the Department of Community and Recreation Services. She said members take turns driving the leased van.

Enrollment forms, program policies and procedures are available on the Infoweb at <http://infoweb/fcdot/transbenefit.htm>. Completed forms require a signature and can be submitted in person or by interoffice mail to **Linda Hefner**, DOT program coordinator, 10th floor of the Herrity Building.

The Transportation Benefits Program also promotes other alternatives to driving alone. Teleworking, ridesharing and alternative work schedules are all money-saving options. Some county facilities even offer reserved parking spaces for employees who car pool.

DOT staff will host onsite fairs at county locations throughout October and November as part of open enrollment. Employees are encouraged to stop by one of these fairs to speak with DOT staff and sign up for the Transportation Benefits Program. Department of Human Resources staff also will be on hand to sign up participants for the county's telework program. For more information about these events, look for event schedules in NewsLink, or call DOT at 703-324-1100, TTY 703-324-1608. Sign up now to start taking advantage of these benefits. ■



*Tim White fills up a vehicle with free fuel.*

**Free gas for good fuel-saving ideas**

Would county departments like a chance to win 1,000 gallons of free fuel for their assigned vehicles? That is what the Department of Vehicle Services hoped when it sponsored a contest looking for ideas on fuel conservation. With fuel prices at an all-time high, DVS wanted agencies to share ways they were reducing their fuel consumption (posted on the Infoweb).

A multi-agency panel judged the department entries, and the Park Authority's entry, submitted by **Tim White**, deputy director, was selected as the winner. Yep, the Park Authority will receive a credit for 1,000 gallons of fuel on their next DVS billing. ■



**Cyber security, from page 1**

Cyber security is a contradictory term, in a sense. As long as there is software, there will be bugs; as long as there are bugs, there will be vulnerabilities; as long as there are vulnerabilities, there will be people who try to exploit those vulnerabilities. The goal then becomes to recognize vulnerabilities and find ways to reduce the risks associated with them.

So, where are you at risk in cyberspace? Everywhere! However, there is no reason to panic. There are things you can do to reduce vulnerability, such as:

- ♦ Be aware of information you are providing when online or via e-mail. Do you really want to give this information?
- ♦ When submitting information, such as credit card numbers or addresses, look for the "lock" icon on the browser's status bar to be sure your information is encrypted during transmission.
- ♦ Never use the "remember my password" feature.
- ♦ Do not open files sent to you by strangers or unexpectedly by people you do know and be careful about using file-sharing programs. Opening an unknown file could expose your system to a computer virus or a program known as "spyware," which could capture your passwords or other information.
- ♦ If something sounds too good to be true, it probably is. The most expensive term is "Free." If an unsolicited e-mail or Web site offers something for free, consider whether you've reviewed the privacy policy of the site and feel comfortable with it prior to signing up for the "free" item. A lot of spam and spyware comes from people signing up for online or e-newsletters for these "free" things. Privacy policies should answer questions about maintaining accuracy, access, security and control of personal information collected by the site, how the information will be used, and whether it will be provided to third parties. If you don't see a privacy policy or if you can't understand it, consider

*As long as there are vulnerabilities, there will be people who try to exploit those vulnerabilities.*

doing business elsewhere.

- ♦ If you are a teleworker or use a computer at home, ensure you have host-based anti-virus software and keep it up-to-date. Host-based software is software that runs on your computer.
- ♦ Have a firewall. Microsoft's newest operating system, XP (service pack 2) comes with a firewall. Of course, this must

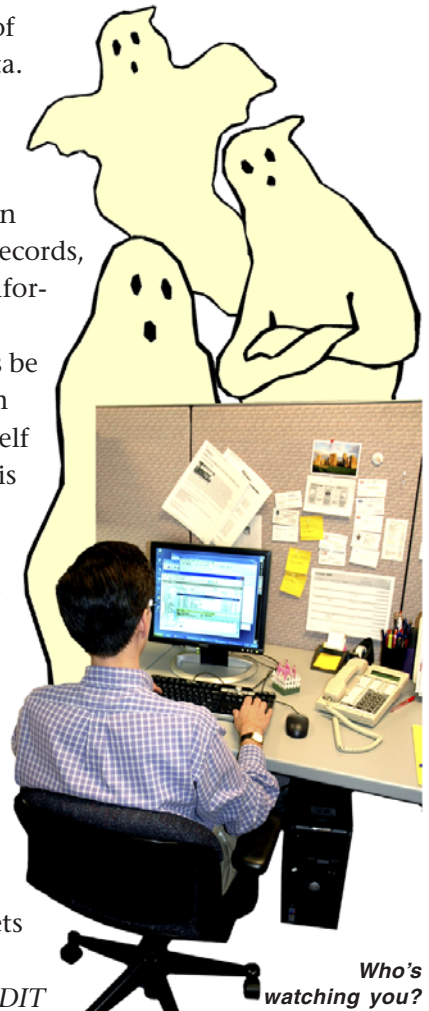
be enabled and kept up-to-date to be of benefit.

You have three basic threats when online: your financial information, personal information and you (or your family's) vulnerability to online predators. While there are a lot of media stories and coverage of these threats, most people don't think it can happen to them; but the statistics are showing that it can and does happen. According to the Federal Trade Commission, skilled identity thieves may use a variety of methods to gain access to your data. They get information from businesses or other institutions by stealing records or information while they're on the job, bribing an employee who has access to these records, or hacking records and conning information out of employees.

This month reminds us to always be aware of our surroundings when in cyberspace. Remember to ask yourself questions such as whether the site is secure prior to providing personal information; are virus definitions up to date; have you read the site's privacy policy. By becoming aware of what we can do to protect ourselves while in cyberspace, we can ensure our information is better protected. When we as employees become more aware of ways to protect our information, we are better able to protect the resident data and information assets of the county as well. ■

- by Jennifer Penner, DIT

**October is  
National Cyber  
Security  
Awareness  
Month**



**Who's  
watching you?**

## Fairfax County Combined Charitable Campaign is your way to help



**Tony Griffin,**  
county executive

The 2005 Fairfax County Combined Charitable Campaign begins this month with a special kick-off event on Wednesday, Oct. 19, at 1:30 p.m. in the Board Auditorium of the Government Center. This event will emphasize what every county employee knows: the FCCCC is an important part of our area's United Way program.

This year, more than any time before, our charitable giving is crucial to the well-being of many people. So many county employees have already made work and personal contributions in

response to Hurricanes Katrina and Rita. Although these two major disasters were far from our homes, Fairfax County still has felt the impact of their devastation. More than 1,000 evacuees have temporarily become our neighbors here in the county. The need for our support is great.

I encourage every employee to make a financial contribution to this year's campaign to ensure the resources and support are available all year long for those in need. As the largest county in the region, your contribution can make a difference in someone's life. Please give generously. Give until it feels good! ■

## Fairfax County begins 2005 Combined Charitable Campaign

This year's Fairfax County Combined Charitable Campaign runs from Oct. 17 through Nov. 17. The county campaign begins with a special kick-off event at 1:30

p.m. on Oct. 19 in the Board Auditorium, Fairfax

***A dollar a week provides three flu shots for uninsured children or 20 weeks of lunches for a homeless person.***

County Government Center, 12000 Government Center Parkway. County employees, with their supervisor's permission, are invited to attend and hear personal accounts from people who responded to the devastation of the two recent hurricanes.

Before the kick-off event, employees can learn about area charities that receive support from the United Way and learn how vital contributions are to the social services in this region. Displays and representatives of area charities will be available to answer questions and explain their programs from 11 a.m. until 1 p.m. on the first floor of the Government Center.

**Merni Fitzgerald**, director of the Office of Public Affairs, who also represents the county on the region's United Way board of directors, is chairing this year's campaign. "County

employees have always been generous in times of

need," said Fitzgerald. "With the nation having just experienced two devastating hurricanes, the importance of our charitable support cannot be emphasized too much."

Fitzgerald pointed out that the FCCCC contributed almost \$200,000 in last year's campaign. "I hope we can do even better this year," she said, pointing out that contributions go far beyond emergency response needs. "Nonprofit organizations provide services all year long," she said.

When your agency key person contacts you, please be generous with your contribution. Your dollars can make a difference in someone's life. ■

**Fairfax County  
Combined Charitable Campaign,  
Oct. 17 – Nov. 17**

# Open enrollment begins today

The county's open enrollment for employee benefits begins today for merit employees. Employees will receive a special *Courier* supplement outlining key benefit programs and changes. In addition, a benefits enrollment statement summarizing employees' current benefit elections is being mailed to homes to help recipients review their current benefits and decide if changes are needed. Complete enrollment information also is provided on the Infoweb at <http://infoweb/hr/benefits>.

There are minimal changes this year to the benefits packages, according to **Terry Kellogg**, HR benefits manager. "In a time of generally escalating healthcare costs, the county employees will see minimal benefit cost increases this year," she said, pointing out that the county is working hard to keep all healthcare costs under control. She also pointed out that there is a new flexible spending account administrator, Fringe Benefits Management Company, which will better serve employee needs.

Kellogg said that during open enrollment season, the Department of Human Resources will be explaining various benefit programs, providing information and answering questions during several Benefit Fairs scheduled

around the county. Check the Infoweb or the special *Courier* supplement to see when a Benefit Fair will be in your area.

County employees can continue to make changes to their benefits packages online at the Benelogic Web site at [www.fairfaxcountybenefits.benelogic.com](http://www.fairfaxcountybenefits.benelogic.com). The HR Infoweb page remains a source of online information about county benefits programs.

If you have questions, please contact HR Central at 703-324-3311, TTY 703-222-7314. ■

## To access the Benelogic system:

- ♦ Go to [www.fairfaxcountybenefits.benelogic.com](http://www.fairfaxcountybenefits.benelogic.com)
- ♦ Enter your user ID and password
  - Your user ID is your PRISM user ID
  - Your password is the last 4 digits of your Social Security number
  - You must reset your password after entering the Benelogic system.

*Note: If you changed your Benelogic password during 2005, it will automatically be reset to the last 4 digits of your Social Security number for open enrollment.*

# Happy Birthday, MCC

As the McLean Community Center (MCC) marks its 30th anniversary this month, its 11-member governing board and 20-plus staff members have no intention of inflating a single balloon. No confetti, no cake, no party hats. Instead, they are intensely focusing their energies on ensuring a bright future for what can only be best described as "the house that citizens built."

In an extraordinary example of citizen participation, dating back to 1884, individuals, organizations and businesses in greater McLean worked tirelessly over many years to establish what would become the first tax-district supported community center in Fairfax County. Since its opening on Oct. 19, 1975, MCC has offered a wide range of classes, lectures, tours, camps, art exhibits, theatre performances and specialty shows. It also sponsors McLean Day at Lewinsville Park

and 4th of July Fireworks at Langley High School each year.

MCC finds itself at a critical point in its development, having recently paid off its \$424,769 bond. New developments being explored include expansion of center facilities, additional summer and schoolbreak camp programs and diversified performing arts residences. In addition, the center is establishing cooperative programs with other community agencies, such as Old Firehouse Teen Center's new afterschool program at Longfellow Middle School.

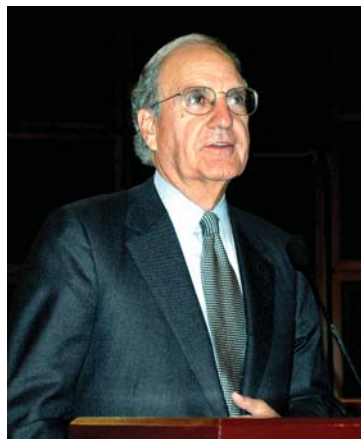
In short, the center's past and future rests securely in the capable hands of its citizens, ensuring that both reach the mutual goal of "creating a strong sense of community in McLean." ■

The 50,490-square-foot facility is home to the Alden Theatre, the McLean Project for the Arts galleries, the Susan B. DuVal Art Studio, meeting and conference rooms, a rehearsal studio, a classroom/commercial kitchen and the award-winning Old Firehouse Teen Center on Chain Bridge Road, the first of its kind in Fairfax County.

## Millennium Forum

# George Mitchell: Challenges of Public Service

"What you do is important, not just here in this county, but across all of our democracy," former U.S. Senator **George Mitchell** told a Millennium Forum audience on Sept. 22. "We need the best people serving in



George Mitchell

public positions to maintain the best and most effective type of democratic government."

Mitchell, a distinguished statesman who is now chairman of the board of directors of the Walt Disney Corporation, launched a new career as a global peacemaker, lawyer, writer, lecturer and corporate executive after serving in the U.S. Senate from 1980 to 1995.

Among his accomplishments, he chaired the talks that resulted in a peace agreement between Great Britain and Northern Ireland in 1998.

Discussing "Political Realities vs. Constituent Demands," Mitchell outlined some of the challenges of public service. Above all, he believes public servants must retain their humility. "The higher one goes, the greater the capacity for self-delusion," Mitchell said. "The cardinal factor in competence is the ability to resist self-delusion."

Second, those in public service also must have a genuine willingness to consider

criticism.

Last, they must be able to understand and relate to people.

"The larger the organization, the more important this is," he explained, "because it is not possible for one person to make all the decisions."

Mitchell acknowledged that in our media-flooded world, leaders and government are often seen as larger than life. This can result in unrealistic expectations.

"If you want to evaluate competence, you must have realistic assessments and realistic objectives," he said.

Despite human fallibility, Mitchell believes that many individuals seek fulfillment by striving for good causes that helps others and is larger than individual self interest.

"That's the challenge and also the opportunity of public service," he concluded. "I commend all of you for your commitment to serve others."

To borrow a videotape of this or past Millennium Forum presentations, call the Employee Lending Library for Video Instructional Services at 703-324-8318, TTY 703-324-8365, or e-mail [John.Kiefman@fairfaxcounty.gov](mailto:John.Kiefman@fairfaxcounty.gov). For information about upcoming Millennium Forum events, visit the InfoWeb at <http://infoweb/mfs>. ■

— Pat Bangs, Fairfax County Public Library

## Diverse People: Diverse Talents

Nov. 16 is the date for the annual conference that spotlights Fairfax County government's diversity and associated issues. With the theme of "Diverse People: Diverse Talents," the program emphasizes the need for increasing cultural sensitivity, and the appreciation and understanding of differences in our workforce. The keynote speaker is **Michael Wilbon**, Washington Post sports columnist and co-host of ESPN's "Pardon Our Interruption." Register online now at <http://infoweb/OEP/homepage.htm>. The event is from 10 a.m. to 1 p.m. in the Board Auditorium, Fairfax County Government Center, 12000 Government Center Parkway, Fairfax. Contact the Office of Equity Programs at 703-324-2207, TTY 703-222-5494 if you have any questions. ■

## HR bridges the gap

The fall "Human Resources Conference: Bridging the Gap between HR and You" is scheduled for Oct. 28 in the Government Center's conference center. Geared for HR managers and payroll contacts, the conference will provide information on issues such as position descriptions, benefits, retirement and E-PRISM. Registration forms have been mailed out. If you need more information on the HR conference, call **Millie Mundy**, 703-324-2570 or **Etta Boggs**, 703-324-3340, TTY 703-222-7314. ■



**Web policy, from page 1**

users conduct their transactions in a secure manner and to protect the data in those transactions becomes greater. By combining technology tools with policies and procedures, the county can protect this data. October is National Cyber Security Awareness Month and this is a good time to examine how the county is securing the public Web site, our most popular form of electronic communication.

While the county's Information Security Policy, PM 70-05, helps ensure a secure infrastructure for Web resources, the Web Content Policy, PM 13-04, establishes policies and procedures for all content on the county Web site. Adopted in 2004, this policy guides agencies in determining appropriateness of content and requires that content be maintained to ensure its accuracy and timeliness. By addressing content items such as use of external hyperlinks, e-mail addresses, photos and multimedia, the policy assists county Web developers when determining if a specific piece of content is appropriate for the public Web site.

External hyperlinks provide our Web site visitors quick and easy access to useful resources that are consistent with the content of the county Web site. To avoid any perception that the county endorses or provides favorable treatment to any private person or entity, links to external Web sites from within the county Web site is limited. All external hyperlinks must be approved by the agency/department director, and then by the Office of Public Affairs for compliance with the Web content policy and the Department of Information Technology for compliance with county information technology security

policies.

Just as external hyperlinks provide quick access to additional resources, residents can quickly request information from the county through e-mail links found throughout the Web site. The Web content policy requires each department or agency that provides

***By following the Web content policy and technical standards..., the county continues to provide residents with an award-winning Web site that is both useful and user friendly.***

an e-mail address on the Web site to establish a system to ensure timely acknowledgement and/or responses to e-mail. For example, each department or agency will have a designated person(s) to respond to e-mail from the Web site to ensure timely responses to requests. This is extremely important when a request is made for public records because these requests must be responded to within five business days, as required by the Virginia Freedom of Information Act.

Web site visitors also are protected by our Web privacy policy, found at the bottom of all county Web pages. We strive to protect the privacy and security of our site visitors by getting the minimum amount of information from visitors in order to allow them to use various online services and resources, and we do not capture personal information without their permission. Last year, the county added a disclaimer message on external hyperlinks which warns site visitors when they leave the

county site they are no longer protected by our privacy policy.

While the appropriateness, accuracy and timeliness of the content is very important, so is the presentation of the information. The Web content policy references the Department of Information Technology's Public Web Standards, which guides the look, feel and structure of the site. Together, these documents help ensure a consistent, or "one Fairfax," presentation of information on the

Web and help guide county staff in the development of Web pages. Because the Web site is first and foremost a communications tool, ensuring a "one Fairfax" presentation is also consistent with the countywide Communication Strategy which provides a cohesive look, feel and message in all our communications with residents.

The county Web site has received several awards and distinctions, including being named one of the best government Web sites in the country by the Center for Digital Government and considered "Cream of the Crop" of county Web sites from across the country by MuniNet Guide & Review. With more than 20,000 pages of information, keeping the content secure, updated and easy to use becomes more important. By following the Web content policy and technical standards that are both supported by and supportive of information security policies, the county continues to provide residents with an award-winning Web site that is both useful and user friendly. ■

- by Cathy Lemmon, OPA

**Web Content Policy is part of the Fairfax County Communication Strategy found on the Infoweb.**

# Automatic e-mail spell check and paragraph spacing makes you look good

## Automatic spell checking before sending e-mails.

You just sent out an important e-mail to many groups and then you noticed a number of misspelled words. To help prevent this scenario, Outlook can be setup to perform a spell check before sending your messages. Simply click Tools on the Tool Bar, select Options on the drop-down menu. When the Option Window appears, click on the Spelling tab. Under the General Options section, there are a number of choices. You can select or deselect your desired functions. Just be sure to place a check mark on "Always check spelling before sending." These

few steps can save you a lot of aggravation. This was a suggested Tech Tip from **Keith Foxx** of DPWES who responded to the request for reader's suggestions.

## Change spacing before or after paragraphs.

The other day, a user asked the Technical Support Center a "by the way" type of question. She had received a Word document that had spacing between paragraphs that was not removable. This is a nice feature if you want a blank line after or before each paragraph. To set, modify or remove the spacing, right-click on the paragraph and select Paragraph from the displayed menu.

## Tech Tip # 98

Department of Information Technology  
Technical Infrastructure Division  
Technical Support Center  
Fairfax County Government Center  
12000 Government Center Parkway  
Fairfax, VA 22035  
Tel: 703-222-3535, option 1  
Fax: 703-222-3396  
TTY 711

Locate the Spacing section toward the bottom of the window. Once in this section, the Before: or After: options set the spacing at either before or after the paragraph.

If you want to apply the setting to the whole document, press the Ctrl-A keys to highlight the document. Right-click on the highlighted text and select Paragraph and follow the preceding steps. ■

### Briefs

#### Laurel Hill Golf Club Opens Oct. 16

Golfers can have their first crack at the county's newest golf course beginning Sunday, Oct. 16. The Laurel Hill Golf Club, located on the grounds of the former D.C. Department of Corrections facility at Lorton, provides 18 holes of championship golf, ranging in length from 168 yards to 612 yards. A ribbon-cutting ceremony is scheduled for Saturday, Oct. 15 at 4 p.m. For more information on each hole, tee times, greens fees, memberships, practice facilities and directions, visit [www.fairfaxcounty.gov/parks/golf/laurelhill](http://www.fairfaxcounty.gov/parks/golf/laurelhill).

#### Parking Changes at Public Safety Complex

Effective Monday, Oct. 17, the parking garage designations will


### Briefs

change at the Public Safety Complex. This change was made to enhance security. Garage A, directly behind the Massey Building, will be designated for Fairfax County employee parking only; a proxy card or code will be required to enter and exit. Public parking will be available only in Garage B on Page Avenue. County employees also may park in Garage B by using a proxy card or keypad code. Accessible parking for the public will be provided on the complex's surface lots, with overflow spaces in Garage B on floors 1-4. There is an elevated walkway to the courthouse available from the 4th floor. For further information, contact the Facilities Management Department at 703-324-2819, TTY 711. A map of the Public Safety Complex is at [www.fairfaxcounty.gov/news/2005/05265.htm](http://www.fairfaxcounty.gov/news/2005/05265.htm).

### Briefs

#### Free Credit Report

The Fair and Accurate Credit Transaction Act allows all individuals the right to check their credit report once every year. You can access your credit report immediately online at [www.annualcreditreport.com](http://www.annualcreditreport.com) or order a printed copy by calling toll free 877-322-8228. It should be mailed within 15 days. ■



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